**SAMPLE - Job Analysis Worksheet for Tasks**

**Human Resources Specialist, GS-201-11/12 (FPL: GS-13)**

**HRD, HROD**

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| **Task** | **Source** | **Importance** | **Frequency** |
| 1. Provide authoritative advice and guidance in the area of human resources. | Position Description | 5 | 4 |
| 1. Perform work in staff acquisition services. | Position Description | 5 | 4 |
| 1. Perform work in organization, position management, and classification. | Position Description | 5 | 4 |
| 1. Perform work in employee compensation. | Position Description | 5 | 4 |
| 1. Perform detailed analysis and review of human resources or related programs. | Position Description | 5 | 4 |
| 1. Extract and analyze information from an automated personnel or payroll system. | Position Description | 5 | 4 |
| 1. Review and approve personnel actions. | Position Description | 5 | 4 |
| 1. Prepare letters, memorandums, and other correspondence to respond to inquiries or communicate with employees. | Position Description | 4 | 3 |

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| **Importance Scale** | **Frequency Scale** |
| How important is this task to the job? | How often is this task performed? |
| 0 = Not Performed | 0 = Not Performed |
| 1 = Not Important | 1 = Every few months to yearly |
| 2 = Somewhat Important | 2 = Every few weeks to monthly |
| 3 = Important | 3 = Every few days to weekly |
| 4 = Very Important | 4 = Every few hours to daily |
| 5 = Extremely Important | 5 = Hourly to many times each hour |

### Job Analysis Worksheet for Competencies

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| **Competency/ID** | **Competency ID** | **Source** | **If IBC Competency Model, which cluster?** | **Importance** | **Need At Entry** | **Distinguishing Value** |
| 1. Technical Competency –Staff Acquisition | **507** | IBC Competency Model | GS-0201 Technical Cluster | 5 | 1 | 5 |
| 1. Technical Competency – Classification | **506** | IBC Competency Model | GS-0201 Technical Cluster | 5 | 1 | 5 |
| 1. Interpersonal Skills | **487** | IBC Competency Model | CORE Cluster | 5 | 1 | 5 |
| 1. Oral Communication | **492** | IBC Competency Model | CORE Cluster | 5 | 1 | 5 |
| 1. Written Communication | **505** | IBC Competency Model | CORE Cluster | 5 | 1 | 5 |

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| **Importance Scale** | **Need At Entry Scale\*** | **Distinguishing Value Scale** |
| How important is this competency for effective job performance? | When is this competency needed for effective job performance? | How valuable is this competency for distinguishing superior from barely acceptable employees? |
| 1 = Not Important | 1 = Needed the first day | 1 = Not Valuable |
| 2 = Somewhat Important | 2 = Must be acquired within the first 3 months | 2 = Somewhat Valuable |
| 3 = Important | 3 = Must be acquired within the first 4-6 months | 3 = Valuable |
| 4 = Very Important | 4 = Must be acquired after the first 6 months | 4 = Very Valuable |
| 5 = Extremely Important |  | 5 = Extremely Valuable |

### Job Analysis for Task and Competency Linkage

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| **Linkage Scale** How important is this competency for effective job performance?  1 = Not Important  2 = Somewhat Important  3 = Important  4 = Very Important  5 = Extremely Important | | | | | |
| **Task Number** | **1**  Technical Competency –Staff Acquisition | **2**  Technical Competency - Classification | **3**  Interpersonal Skills | **4**  Oral Communication | **5**  Written Communication |
| 1. Provide authoritative advice and guidance in the area of human resources. | 5 | 5 | 5 | 5 | 5 |
| 1. Perform work in staff acquisition services. | 5 | 5 | 5 | 5 | 5 |
| 1. Perform work in organization, position management, and classification. | 5 | 5 | 5 | 5 | 5 |
| 1. Perform work in employee compensation. | 5 | 5 | 5 | 3 | 3 |
| 1. Perform detailed analysis and review of human resources or related programs. | 5 | 5 | 5 | 5 | 4 |
| 1. Extract and analyze information from an automated personnel or payroll system. | 4 | 4 | 5 | 5 | 5 |
| 1. Review and approve personnel actions. | 5 | 5 | 5 | 5 | 5 |
| 1. Prepare letters, memorandums, and other correspondence to respond to inquiries or communicate with employees. | 5 | 5 | 3 | 3 | 5 |

**Selective Placement Factor (SPF):**

**Note to SME/Selecting Official:** A selective factor becomes part of the minimum requirements for a position, and applicants who do not meet the SPF are ineligible for further consideration. An SPF can be used for positions at any grade level where its use would be appropriate. SPFs cannot: (1) be so narrow that they preclude from consideration applicants who could perform the duties of the position; (2) require competencies/KSA's that could be learned readily during the normal period of orientation to the position; (3) be so specific as to exclude from consideration applicants without prior Federal experience; or (4) be so restrictive that they run counter to the goal of placing applicants from priority placement lists established to assist in the placement of employees affected by reductions in force.

* \_\_x\_\_ Not Applicable
* \_\_\_\_ Applicable (if applicable, complete the spaces below):
  + SPF (specify what the SPF is): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Justification for SPF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Confirmation SPF is part of PD: Yes \_\_\_ No \_\_\_\_\_

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### Multiple Choice Rating Schedule Worksheet

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| **Competency ID: 507 Competency Title/Definition: Technical Competence – Staff Acquisition**  Knowledge of HR concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them into positions to address changing organizational needs. | **Applicable to Grade Level:**  **(if position announced at multiple grades)** |
| 1. Review and approve personnel actions in an automated personnel / payroll system. | 11 |
| 1. Recommend hiring strategies to meet hiring official needs. | 11 |
| 1. Provide authoritative advice and guidance on complex staff acquisition issues. | 12 |
| 1. Interpret data generated from an automated HR system to determine cause of and remedy for data inconsistencies. | 12 |

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| **Competency ID: 506 Competency Title/Definition: Technical Competence – Classification**  Knowledge of classification concepts, principles, and practices related to structuring organizations and positions and determining the appropriate pay system, occupational grouping, title and pay level of positions. | **Applicable to Grade Level:**  **(if position announced at multiple grades)** |
| 1. Apply basic classification principles when reviewing draft position descriptions. | 11 |
| 1. Classify a wide range of positions by determining title, series and grade utilizing the OPM classification standards. | 12 |
| 1. Assist management in evaluating organizational structures to determine efficient staff alignment. | 12 |

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| **Competency ID: 487 Competency Title/Definition: Interpersonal Skills**  Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences. | **Applicable to Grade Level:**  **(if position announced at multiple grades)** |
| 1. Collaborate with HR staff members to devise new processes for doing work. | 11 |
| 1. Discuss concerns with individuals to determine best approach for handling a given situation. | 11 |
| 1. Resolve problems requiring coordination with Payroll, System Staff, or internal HR staff members. | 12 |

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| **Competency ID: 492 Competency Title/Definition: Oral Communication**  Expresses information (e.g., ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (e.g., technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others; attends to nonverbal cues, and responds appropriately. | **Applicable to Grade Level:**  **(if position announced at multiple grades)** |
| 1. Present suggestions for new processes to HR staff members. | 11 |
| 1. Discuss concerns with customers to obtain mutually acceptable resolutions. | 11 |
| 1. Explain complex HR topics requiring detailed explanations to employees. | 12 |

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| **Competency ID: 505 Competency Title/Definition: Written Communication**  Expresses facts and ideas in writing in a succinct and organized manner. | **Applicable to Grade Level:**  **(if position announced at multiple grades)** |
| 1. Document processes used by internal office staff to complete HR work. | 11 |
| 1. Write justifications when employees request reconsideration of a decision. | 12 |
| 1. Draft documents for management's use in responding to a variety of HR related cases. | 12 |

**Subject Matter Expert’s/Selecting Official’s Verification Statement:**

I certify that the entire document, including task statements, competencies, task/competency linkage and multiple choice rating schedule worksheet(s) are accurate and related to the position being filled.

SME/Selecting Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Specialist’s Verification Statement: I concur with the SME/Selecting Official.

Servicing HR Specialist Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_